Ser	Post	Areas	% Weightage
1.	Data Control Assistant (BS-15)	English	20%
		Islamic Studies/ Ethics	20%
		Pakistan Studies	20%
		General Knowledge (Introduction to Computing / Mathematics, Statics, Economics, Physics (Mix))	20%
		Operating Systems	05%
		Database Management Systems	05%
		Computer Networks & Communications	05%
		Microprocessor Systems and Interfacing	05%
2.	Assistant (BS-15)	English	20%
		Islamic Studies/ Ethics	20%
		Pakistan Studies	20%
		General Knowledge (major portion of basic knowledge of computer i.e MS-Word, Excel and Power point)	15%
		Analytical/Verbal Reasoning	05%
		Letter Drafting	10%
		Recording, Indexing and weeding of Files (As per Secretariat Instructions, Govt. of Pakistan)	10%
3.	Steno Typist (BS-14)	English	20%
		Islamic Studies/ Ethics	20%
		Pakistan Studies	20%
		General Knowledge (major portion of basic knowledge of computer i.e MS-Word, Excel and Power point)	15%
		Analytical/Verbal Reasoning	05%
		Forms of Communication as per Secretariat Instructions (Govt. of Pakistan)	10%
		Simple letter drafting	10%
4.	Cashier (BS-14)	English	20%
		Islamic Studies/ Ethics	20%
		Pakistan Studies	20%
		General Knowledge (major portion of basic knowledge of computer i.e MS-Word, Excel and Power point)	20%
		Analytical/Verbal Reasoning	10%
		Quantitative	10%
5.	Data Entry Operator (BS-12)	English	20%
		Islamic Studies/ Ethics	20%
		Pakistan Studies	20%
		General Knowledge (major portion of basic knowledge of computer i.e MS-Word, Excel and Power point)	20%
		Analytical/Verbal Reasoning	10%
		Quantitative	10%

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er	Post	Areas	% Weightage
6.	Upper Division Clerk (BS-11)	English	20%
		Islamic Studies/ Ethics	20%
		Pakistan Studies	20%
		General Knowledge (major portion of basic knowledge of computer i.e MS-Word, Excel and Power point)	15%
		Analytical/Verbal Reasoning	05%
		Simple Letter Drafting	10%
		Recording, Indexing and weeding of Files (As per Secretariat Instructions, Govt. of Pakistan)	10%
7.	Lower Division Clerk (BS-09)	English	20%
		Islamic Studies/ Ethics	20%
		Pakistan Studies	20%
		General Knowledge (major portion of basic knowledge of computer i.e MS-Word, Excel and Power point)	15%
		Analytical/Verbal Reasoning	05%
		Simple Letter Drafting	10%
		Recording, Indexing and weeding of Files (As per Secretariat Instructions, Govt. of Pakistan)	10%

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